

## **STATEMENT OF NEED FOR CAREER EDUCATION BUSINESS PROGRAM**

Paris R-II High School is requesting grant funds to continue and improve an existing Career Education Business Program. The business vocationally approved course that began in the fall of the 1999 school year is Business Technology. On January 8, 2002, the Vocational Business Education Program Expansion Application was approved to expand our business vocational program to include Computer Applications and Accounting I.

Computer Applications, Accounting I, and Business Technology are part of the Education Career Path recognized by the Department of Elementary and Secondary Education.

The Career Education Business Department of Paris High School is currently providing students with training for high-demand occupations, and articulation agreements with Moberly Area Community College in Moberly, Missouri (approximately 24 miles from Paris) are in place for the following courses: Computer Applications, Business Technology, and Accounting. The Career Education Business Department of Paris High School also provides students with opportunities to earn college credit through dual credit through Central Methodist University in Fayette for Computer Applications, Business Technology, and for Advanced Computers.

The Career Education Business Department believes all students should be given the opportunity to operate state-of-the-art equipment and perform competencies that will be expected of them when they enter the workforce. In order to achieve this goal, the curriculum changes as needed so students will become proficient in skills necessary to obtain high-wage jobs in high demand areas.

Consistent with the district's Comprehensive School Improvement Plan, the technology mission of the Paris R-II School District is to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social, and cultural development by integrating technology into the educational program so that the students will be prepared to compete in a computer literate society while using technology to make better use of time and materials. It is further our mission to enable our students to achieve essential skills and competencies to be effective citizens, qualified members of the workforce, and lifelong learners and to encourage communication, to support/enhance the

teaching/learning process, and access/utilize local area network, wide area network, and global area network resources.

The Career Education Business Department is one of the leading contributors to helping fulfill the above-stated technology mission of our district. The Career Education Business Department is also a leading contributor in helping our students meet the Missouri Show-Me Standards:

Goal 1 of the Missouri Show-Me Standards states, “Students in Missouri public schools will acquire knowledge and skills to gather, analyze, and apply information and ideas.”

Goal 2 of the Missouri Show-Me Standards states, “Students in Missouri public schools will acquire the knowledge and skills to communicate effectively within and beyond the classroom.”

Goal 3 of the Missouri Show-Me Standards states, “Students in Missouri public schools will acquire the knowledge and skills to recognize and solve problems.”

The goals of the Career Education Business Department of Paris High School are to develop essential skills in writing, listening, and speaking in order to communicate and present business information; to increase emphasis upon training for business and office occupations that have been determined to be in high demand; to appreciate, understand, and utilize emerging technology in today’s and tomorrow’s worlds; and to prepare students for additional post-secondary training in high demand careers through utilization of technology and through increased business knowledge.

The Career Education Business Department of Paris High School provides training in business skills and concepts that are vital to the success of virtually every career, and it specifically provides occupational training that meets business and industry needs. The Career Education Business Department courses also provide an increased emphasis on training for business and office occupations that have been determined to be in high demand.

According to the list of High Demand Occupations, by the year 2012, the Northeast Region Workforce Investment Area, where Paris High School is located, will have high demand business and office occupations that include: Bookkeeping, Accounting, and Audit Clerks, Cashiers, Supervisors/Managers of Office and Administration Support Workers, Office Clerks, and Retail Sales. All of these

occupations utilize technology and require an increase in business knowledge. The Career Education Business Department will help fulfill the need to equip students with the skills and competencies to meet the expectations of the high-demand, highly technical occupations required in the State of Missouri and specifically in Northeast Region Workforce Investment Area.

The Career Education Business Department of Paris High School plans to continue to provide an up-to-date multimedia computer lab with 27 multimedia capable computers. This lab will be used not only by the Computer Applications classes, Accounting I class, and the Business Technology class, but also by the other classes in the Career Education Business Department such as Keyboarding and Desktop Publishing. The Career Education Business Department of Paris High School courses have over 80 students enrolled in the business-related courses offered.

The Career Education Business Department of Paris High School needs 1 new file server, 1 teacher multimedia demonstration computer, 1 instructor's Console, 10 handheld computers, and computer software. This purchase will allow us to continue to keep our 27-unit lab up-to-date with new emerging technology. This instructional equipment and computer software will help to provide the curriculum enhancement for the business classes of Career Education Business Department. This instructional equipment will be used for hands-on training necessary to give our students the skills and competencies needed to succeed in the high-demand occupations listed above.

The skills and competencies students need to acquire are keyboarding skills, word processing, spreadsheet skills, presentation skills, desktop publishing skills, video editing skills, and database skills. Continuous speech recognition (CSR) is an emerging technology which allows a computer user to input data into a computer without the use of a keyboard, mouse, or similar input device. Instruction in use of CSR has been integrated into our curriculum, not only for health reasons, but also because it is important for students to learn skills with the most current technology. Students also need to have skills in developing and delivering presentations and oral, written, electronic, and telephone communication skills. Businesses are willing to train their employees but would like entry-level employees to have basic computer skills. In order to give students these skills, equipment and software must be constantly upgraded.

At least 75% of all grant funds will be expended to purchase instructional equipment. The Paris R-II School District will match the grant funds with local

funds in an amount equal to or greater than 25% for instructional equipment purchases and 50% for all other grant-related expenditures.

## **DESCRIPTION OF PLANNED IMPROVEMENTS**

The planned improvements include the purchase of 1 new file server, 1 teacher multimedia demonstration computer, instructor's teaching console, 10 handheld computers (PDA's), and computer software.

### **NETWORKING/FILE SERVER**

A networking/file server will be purchased to provide networking capabilities of the computers for access to the Internet, access to printers, access to the scanner, and Intranet capabilities.

### **TEACHER MULTIMEDIA DEMONSTRATION COMPUTER**

The current teacher multimedia demonstration computer would be replaced with a more reliable computer containing up-to-date technology. One computer with at least 3.0 GHz processors, 1 GB RAM, a 250 GB HDD, a CDRW/DVD Combo, 8-1 Digital Memory Card Reader, Firewire and USB ports with video editing and production capability and 17" Monitor would be purchased. This computer would have front input for easy access to USB and Firewire ports

### **PERSONAL DIGITAL ASSISTANTS**

The purchase of ten personal digital assistants (PDAs) would enable students to gain knowledge in the use of handheld computers to store, access, and organize information.

### **SOFTWARE**

"Time-Line" software would be purchased to help students set up multimedia projects. "Leightronix Mini-T-Pro" or similar software would allow easy access between VHS, DVD, and live feed in video editing and production. In addition, a video editing type software would help students in graphic manipulation.

### **FURNITURE**

Instructor's Teaching Console with raised work surface height to 36", capability of recessing the computer monitor, and moving all of the support equipment under the work surface and locating it to the right or left of the instructor. Doing this insures a better view of the instructor for students.

The purchase of the above-described instructional equipment and computer software will provide an advanced technological environment that will enhance the students' desire to gain knowledge and increase their technological awareness as they become trained for high-demand business and office occupations.

### **DESCRIPTION OF EVALUATION SYSTEM**

The Career Education Business Teacher, the High School Counselor, and the Career Education Business Advisory Committee will utilize the following to evaluate the improvements implemented through the use of grant funds:

1. Students will be required to meet the level of proficiency that is required to meet standards used in the workplace. A competency profile will be maintained for each student listing the competencies completed satisfactorily throughout the course.
2. Students will prepare a portfolio showing their quality work and competencies achieved. These portfolios will be evaluated to determine the mastery of student performance standards.
3. Students will be evaluated on completed projects, presentations, completion of simulations, and interpretative exercises.
4. A follow-up survey will be administered one year after graduation to determine: (a) if students obtained jobs in the targeted high-demand areas or entered higher level education programs (b) which skills learned in the business technology program are used on the job and to what degree (c) how students rate their preparation after being on the job, and (d) what changes they would recommend for the program.
5. The evaluation instruments will be shared with the advisory committee. Strengths and weaknesses of the program will be analyzed and the committee's input will be requested to help improve and revise the curriculum as needed and to include new student competencies and remove out-dated student competencies as needed.

## **LIST OF ADVISORY COMMITTEE MEMBERS**

### **PARIS R-II HIGH SCHOOL VOCATIONAL BUSINESS ADVISORY COMMITTEE MEMBERS**

<b>Business Persons</b>	Susan Duncan UMB Bank Paris, Missouri	Mary Dickey Paris National Bank Paris, Missouri
<b>Labor Leaders</b>	Raymond Adams Brasch Manufacturing Paris, Missouri	Andrea Peiter USDA Natural Resources Agriculture Paris, Missouri
<b>Parents</b>	Nancy Wilkerson Paris, Missouri	Steve Jones Paris, Missouri
<b>Senior Citizens</b>	Helen Mutti Paris, Missouri	Alice Baker Paris, Missouri
<b>Community Leaders</b>	Vanessa Forrest Chamber of Commerce	Philip Shatzer Paris City Manager
<b>Teachers</b>	Connie Ess Paris R-II School District	Debbie Hackman Paris R-II School District